

Post	Project lead / Associate Project Manager/Senior Project Lead(eLearning)
Position	1
Company Name	Multiversity Pvt Ltd
Company Profile	<p>Multiversity was founded in 1998, at the threshold of the new century, to advance the application of Information Technology in areas of Education, Governance and Services. It has made significant contributions in each. Multiversity has created Technologies and Services for the emerging knowledge-based society. Millions of users have used our products and services, underlining our commitment to develop world-class Technologies and Solutions. Multiversity also works closely with various Corporates, Government, Semi-Government and local Self-Government bodies all over India and abroad in the areas of e-Learning, e-Governance and e-Services and has successfully completed projects having large-scale social implications.</p> <p>eLearning Content Development: Multiversity Pvt. Ltd</p> <p>Multiversity works with organizations across the globe as a preferred eLearning development partner for their training needs. Multiversity's expertise lies in converting training content into visually appealing and engaging eContent using best practices of learning. Multiversity is proud to be part of the World's Largest Digital Literacy Program which has reached more than 15 Million Learners so far.</p> <p>We work with top global brands in verticals like IT, BFSI, Manufacturing, Retail, Telecomm, Education and many more to develop highly engaging and interactive eLearning contents. Apart from India our clients are based in Australia, Singapore, Malaysia, UAE, Qatar, Mauritius and now we are venturing into US & UK territories.</p> <p>Our forte is Custom content development and we develop Gamification / Game-based learning, VR & AR, Simulations, Mobile learning, 2D & 3D Animation, Interactive Video Learning. We have developed courses for Onboarding, Product training, Compliance training (IT, Security, Certifications), Behavioural Trainings and many more.</p> <p>Recently Multiversity won the Excellence in the production of learning content award.</p> <p>Multiversity Chief-Mentor: Dr. Vijay P Bhatkar, (www.vijaypbhatkar.org)</p>

<p>Job Description</p>	<p>This is a strategic project management position which involves providing support to all kinds of learning initiatives. The role involves ensuring quality content development, management of learning projects and supervising the various phases of project life-cycles.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Have hands-on knowledge on technical aspects of software used in e-learning like HTML5, Authoring Tools and mobile development. • Project Management of E-Learning Content Development Planning - Prepare project map, plan for resources and means of execution, client interaction. • Ensuring timelines of deliverables, resource utilization, resource availability, high level review of the deliverables. • Ensure the deliverables meet the quality standards as required by the client. • Be proficient in Office Suite & Project Management tools. Have excellent business analysis skills, negotiation skills, communication skills, and people management skills. • To share project learnings / best practices through knowledge sharing sessions or trainings. • Worked in US/UK market is a plus • Monitor activity, progress, and time related to project development using a project planning tool. • Work with project team to solicit feedback and ensure programs are relevant and on target. • Willingness and ability to accommodate different time zones. • Willingness to work from time to time over extended hours to achieve goals set by immediate manager. • Team skills, including the ability to establish and maintain effective working relationships with all levels within the organization, internally and externally. • Perform quality assurance checks on training courses that have been developed. • Support and maintain the global knowledge base and repository for best practice documents, key tools and templates. • Provide project status reports to training department management and stakeholders. • Onboard new hires to their role and ensure timely readiness
<p>Candidate Profile</p>	<ul style="list-style-type: none"> • Must have 3-5 years of experience in managing projects in e-learning company/domain. • Very good verbal and written English communication skills. • Good people skills to work with a team. • Thorough Knowledge of eLearning development processes. • Knowledge of mobile learning best practices. • Enjoy working in a fast-paced changing environment; ability to be flexible and resilient. • Excellent time management skills with the ability to organize and prioritize effectively.
<p>Minimum Experience</p>	<p>3 Years</p>

Maximum Experience	5 Years
Educational Qualification	Any Graduate, Preferred – Project Management Certification
Location	1A, I-Space, S.No.51, Bavdhan Khurd, Off Pune-Mumbai Bypass Rd, Bavdhan, Pune – 411 021.
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Website	www.multiversity.co.in